



REQUEST FOR PROPOSALS

For

Supportive Housing Research Study

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

30 South Meridian Street, Suite 900

Indianapolis, IN 46204

<http://www.in.gov/ihcda/>

317-232-7777

ISSUE DATE: January 31, 2022

RESPONSE DEADLINE: March 11, 2022, 5:00 PM Eastern Time

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PART 1

SCOPE OF THIS REQUEST

1. PURPOSE OF THIS REQUEST FOR PROPOSALS (“RFP”)

The Indiana Housing and Community Development Authority (“IHCDA”) is seeking to select a qualified researcher to evaluate IHCDA’s supportive housing initiatives. The goal of the study is to determine if supportive housing projects funded by IHCDA are serving the most vulnerable households in their communities and if the necessary and appropriate supportive services are in place to meet the long-term housing stability needs of those households.

2. ABOUT THE INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

MISSION STATEMENT

The Indiana Housing and Community Development Authority (“IHCDA”) provides housing opportunities, promotes self-sufficiency, and strengthens communities. To accomplish this IHCDA will:

- Promote place-based initiatives that will allow Hoosiers opportunities to improve their quality of life;
- Create and preserve housing for Indiana’s most vulnerable population;
- Enhance self-sufficiency initiatives in existing programs; and
- Promote a value-driven culture of continuous improvement.

VISION

IHCDA envisions an Indiana with a sustainable quality of life for all Hoosiers in the community of their choice. We believe that growing Indiana's economy starts at home and that all Hoosiers should have the opportunity to live in safe, affordable, good-quality housing in economically stable communities. That's the heart of IHCDA's mission. Our charge is to help communities build upon their assets to create places with ready access to opportunities, goods, and services. We also promote, finance, and support a broad range of housing solutions, from temporary shelters to homeownership.

IHCDA's work is done in partnership with developers, lenders, investors, and nonprofit organizations that use our financing to serve low and moderate-income Hoosiers. We leverage public and private funds to invest in financially sound, well-designed projects that will benefit communities for many years to come. And our investments bear outstanding returns. The activities that we finance help families become more stable, put down roots, and climb the economic ladder. In turn, communities grow and prosper, broadening their tax base, creating new jobs, and maximizing local resources. IHCDA's work is truly a vehicle for economic growth, and it all starts at home.

OVERVIEW (for more information visit <http://www.in.gov/ihcda/>)

IHCDA was created in 1978 by the Indiana General Assembly and is a quasi-public financially self-sufficient statewide government agency. IHCDA's programs are successful in large part because of the growing network of partnerships IHCDA has established with local, state, and federal governments, for-profit businesses and not-for-profit organizations. For-profit partners include investment banks, mortgage lenders, commercial banks, corporate investment managers and syndicators, apartment developers, investors, homebuilders, and realtors. Not-for-profit partners include community development corporations, community action agencies, and not-for-profit developers.

3. BACKGROUND

IHCDA has worked with CSH to offer the annual Indiana Supportive Housing Institute (“the Institute”) since 2009. The Institute was created to address chronic and long-term homelessness by increasing the number of permanent supportive housing (“PSH”) units in the state and improving fidelity to the Housing First model. The Institute serves as IHCDA’s primary tool to develop PSH units.

Project teams (consisting of a developer, a services provider, and a management agent) who are selected to participate in the Institute attend 11 days of training spread across four months to learn how to build and operate a PSH development. Teams that complete the training will either receive preference for or non-competitive access to IHCDA capital funds to assist with the development of their Institute project. Teams also gain access to IHCDA project-based rental assistance if it is not available locally. Projects funded through the Institute process are expected to serve the most vulnerable households experiencing homelessness in their communities and have robust supportive services available to residents.

Housing produced through the Institute must adhere to the following requirements:

- Housing is permanent and affordable;
- Tenants hold leases and acceptance of services is not a condition of occupancy;
- Housing is based on the Housing First model which includes eviction prevention and harm reduction strategies;
- Comprehensive case management services are accessible by tenants where they live and are offered in a manner designed to maximize tenant stability and self-sufficiency;
- The supportive housing development must utilize the Continuum of Care Coordinated Entry system as the sole method for tenant selection;
- The supportive housing development must design tenant screening in a manner that ensures tenants are not screened out for having too little or no income, active or a history of substance use, a criminal record (with exceptions for program mandated restrictions), or a history of victimization (e.g., domestic violence, sexual assault or abuse); and
- The development must report through the Homeless Management Information System (HMIS).

The Institute has produced 1,284 units of supportive housing. Funding has been acquired and development is underway on an additional 300 units.

IHCDA is seeking a qualified researcher to evaluate whether PSH developments are meeting the goals of serving the most vulnerable households experiencing homelessness in their communities, providing appropriate supportive services for those households, and creating positive permanent housing outcomes for those households. The purpose of this study is to determine whether IHCDA’s policies and training are effective in meeting these goals or if there are gaps that IHCDA can address with new or existing programs.

More information about the Supportive Housing Institute and IHCDA’s other PSH funding Initiatives can be found at: <https://www.in.gov/ihcda/developers/supportive-housing/>.

Some Relevant Concepts:

Coordinated Entry System. Means the process designed to coordinate intake, assess and prioritize the provision of referrals to ensure the most vulnerable households receive housing resources.

Housing First. Is an approach that aims to quickly and successfully connect individuals and families experiencing a housing crisis to permanent housing without preconditions or barriers to entry. Supportive services are offered to maximize housing stability and prevent returns to homelessness or

treatment programs. It contrasts with previous approaches in which permanent housing was only offered after a person experiencing homelessness could demonstrate ‘readiness’ for housing.

Permanent Supportive Housing (PSH). Means permanent housing in which supportive services are provided to assist homeless persons with a disability to live independently.

4. SCOPE OF SERVICES

The qualified researcher will answer three primary questions. For each question, there may be multiple sub-questions (examples included below):

1. Are Indiana’s PSH projects successful in housing the individuals most in need of permanent supportive housing?
 - Are PSH properties serving the households types that are prioritized according to the Coordinated Entry System?
 - Are households with specific vulnerabilities (e.g., disability, mental illness, or substance use disorder) receiving housing referrals at different rates than households that do not have these vulnerabilities?
 - What are the primary reasons for denials? Are there barriers in tenant screening processes, and if so do these barriers adversely impact hard-to-house or highly vulnerable populations that are otherwise appropriate for PSH?
 - Are there racial disparities in access to PSH?
 - Do PSH properties have frequent or long-term vacancies?
2. Are supportive services meeting the needs of the target population?
 - How many Institute projects offer onsite services? What types of services are offered onsite? For those services not offered onsite, how accessible and low barrier is access to those services (e.g., participants required to navigate public transport vs. transportation provided)?
 - For each project, how do the onsite services offered to residents compare to the primary services needed by residents?
 - Is engagement by residents with services higher when services are offered onsite compared to when only offsite services are available to residents? If so, how much higher, and is there a measurable change in positive health outcomes?
3. Are the most vulnerable individuals maintaining housing stability?
 - What is the rate of tenant eviction in PSH compared to other types of housing?
 - Do certain vulnerabilities (e.g., disability, mental illness, or substance use disorder) affect housing outcomes in a negative manner?
 - Do certain vulnerabilities (e.g., disability, mental illness, or substance use disorder) affect length of stay in PSH?

The intent of this study is to determine how well IHCD’s current supportive housing initiatives are meeting statewide supportive housing needs overall, not to assess the individual performance of PSH properties. The primary outcome of the study is awareness of the deficiencies in IHCD’s current system so IHCD can modify existing policies/initiatives or create new ones.

The researcher will have access to data collected and stored by IHCD. Additional data collection will be necessary to gather information from property management companies, supportive service providers, and residents.

A fully edited and ready-to-distribute research report is expected upon project completion.

5. **RFP TIMELINE**

January 31, 2022	RFP released to the general public
March 11, 2022	Responses due to IHCD A by 5:00 p.m. Eastern Time
IHCD A expects to notify Respondents of selection decision in April 2022.	

PART 2

RFP PROCESS

1. SELECTION PROCESS

Evaluation of all proposals will be completed by a selection committee consisting of staff from IHCD. Respondent must be responsive and responsible as described in Part 2 Sections 2 and 3 below. Selection is at the sole discretion of the selection committee.

2. MINIMUM REQUIREMENTS/RESPONSIVE RESPONDENT

Complete Compliant Proposal

Respondent must submit a complete proposal which addresses all applicable questions enumerated in Part 2 Section 4 and includes the submission and receipt by IHCD of all items enumerated in Part 2 Section 5 of this RFP.

Past Award Performance (if applicable)

Past award performance, including history of complying with federal, state and local guidelines, meeting benchmarks, and quality of work performed and services provided will be considered. Any entity currently suspended or debarred by or in default with IHCD will be disqualified. Applicants are not required to submit documentation to attest to past award performance. IHCD will review documentation from previous awards to evaluate Respondent's past award performance, if applicable.

Commitment

By submitting a proposal, Respondent agrees to participate in all mandatory program trainings and meetings.

3. RESPONSIBLE RESPONDENT REQUIREMENTS

IHCD shall not award any funds until the selected Respondent has been determined to be responsible. A Responsible respondent must:

1. Have adequate financial resources to perform the project, or the ability to obtain them;
2. Be able to comply with the required or proposed delivery or performance schedule, taking into consideration all the Respondent's existing commercial and governmental business commitments;
3. Have a satisfactory performance record with IHCD;
4. Have a satisfactory record of integrity and business ethics;
5. Have the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them;
6. Have supplied all requested information;
7. Be legally qualified to contract in the State of Indiana. If it is an entity described in IC Title 23, it must be registered, and owe no outstanding reports to the Indiana Secretary of State (There is a fee to register with the Secretary of State); and
8. Be otherwise qualified and eligible to receive an award under applicable laws and regulations, including not be suspended or debarred.

If a Respondent is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the official file for this RFP and the Respondent shall be advised of the reasons for the determination.

4. EVALUATION CRITERIA

The following will be IHCD's primary consideration in the selection process, therefore, Respondent must comply with the following requirements:

1. Satisfaction of Threshold Criteria: Respondent must meet each requirement enumerated in Part 2 Section 2 "Minimum Requirements" and Part 2 Section 3 "Responsible Respondent Requirements" and must submit all documentation listed in Part 2 Section 5 "Submission Items" to receive consideration in the selection process.
2. Research Plan: Submit a narrative (not to exceed 6 pages) describing how the study will be conducted. Include any activities to be performed, a detailed research approach, and anticipated work product. IHCD is seeking the insight of respondents on how best to achieve research objectives. Respondents are expected to describe a research effort that can realistically be accomplished as expeditiously as possible. Proposals must present the respondent's current thinking in sufficient detail to demonstrate their understanding of the research questions and the soundness of their approach for conducting the required research.
3. Project Schedule: Submit a narrative (not to exceed 3 pages) describing the anticipated study duration based on the proposed tasks. Consideration should be given to potential impediments so that adjustments are incorporated into the schedule to minimize the need for time extensions. Please include sufficient time for report review and revision.
4. Experience of Respondent: Submit a narrative (not to exceed 3 pages) describing the experience of the researcher. The description should include other research assignments or relevant experience in the areas of housing, homelessness, supportive services, or report writing. Additionally, submit a copy of a previously completed research study to provide an example of the Respondent's completed work. Do not submit more than one sample study.
5. Key Staff: Identify key staff who will carry out this study.
 - a. For each person identified, provide a current resume and a brief narrative (no more than 1 page each) describing why this person was selected and their anticipated role in the study.
6. Itemized Budget: Please submit a detailed budget incorporating all anticipated costs associated with this study.

5. RFP SUBMISSION ITEMS

Respondent must submit documentation in response to the requirements listed in each category heading summarized below. Each of these requirements are described more fully in **Part 2 Sections 2, 3, and 4 of this RFP**. Therefore, Respondent must review Sections 2, 3, and 4 of Part 2 of this RFP carefully before submitting its response. The Respondent must also submit the Proposal Coversheet and the Certification of Company using the templates located at the end of this RFP Document.

Checklist of Submission Requirements

1. Proposal Coversheet. Qualifications Coversheet (required template included at end of this RFP packet).
2. Certification of Respondent. Certification of Respondent (required template included at end of this RFP packet).
3. Narratives addressing all applicable questions for the following sections, as defined in Part 2 Section 4 of this RFP:
 - Research Plan (max 6 pages)
 - Project Schedule (max 3 pages)

- Experience of Respondent (max 3 pages)
- Copy of previously completed research study as sample of work quality
- 4. Key Staff. Identification of key staff, resumes, and narratives.
- 5. Itemized Budget.

6. FORMAT FOR SUBMISSION, MAILING INSTRUCTIONS, AND DUE DATE

Responses must be submitted via email. All documents must be in PDF format.

Zach Gross
Supportive Housing Manager
Indiana Housing and Community Development Authority
ZaGross@ihcda.in.gov

The deadline for submission is March, 2022, at 5:00 PM Eastern Time. Applications that do not contain all required forms/documents as listed in this RFP may be determined ineligible for further consideration.

PART 3

TERMS AND CONDITIONS

1. STATE POLICIES

- A. **ETHICAL COMPLIANCE:** By submitting a proposal, the respondent certifies that it shall abide by all ethical requirements that apply to persons who have a business relationship with the State, as set forth in Indiana Code § 4-2-6 et seq., Ind. Code § 4-2-7, et seq., the regulations promulgated thereunder, and Executive Order 04-08, dated April 27, 2004. Respondent will be required to attend online ethics training conducted by the State of Indiana.
- B. **PAYMENTS:** Any payments for services under any contract awarded pursuant to this RFP shall be paid by IHCD in arrears in conformance with State fiscal policies and procedures and, as required by IC §4-13-2-14.8, the direct deposit by electronic funds transfer to the financial institution designated by the successful Respondent in writing unless a specific waiver has been obtained from the IHCD Controller. No payments will be made in advance of receipt of the goods or services that are the subject of any contract except as permitted by IC §4-13-2-20.
- C. **EMPLOYMENT ELIGIBILITY VERIFICATION.** The Respondent cannot knowingly employ an unauthorized alien. The Respondent shall require its contractors who perform work for the Respondent pursuant to the project must certify to the Respondent that the contractor does not knowingly employ or contract with an unauthorized alien.
- D. **CONFIDENTIALITY OF STATE INFORMATION.** The Respondent understands and agrees that data, materials, and information disclosed to the Respondent may contain confidential and protected information. The Respondent covenants that data, material, and information gathered, based upon or disclosed to the Respondent for the purpose of this project will not be disclosed to or discussed with third parties without the prior written consent of the IHCD. In addition to the covenant made above in this section and pursuant to 10 IAC 5-3-1(4), the Respondent and IHCD agree to comply with the provisions of IC §4-1-10 and IC §4-1-11. If any Social Security number(s) is/are disclosed by Respondent, Respondent agrees to pay the cost of the notice of disclosure of a breach of the security of the system in addition to any other claims and expenses for which it is liable under the terms of this contract.
- E. **ACCESS TO PUBLIC RECORDS:** Respondents are advised that materials contained in proposals are subject to the Access to Public Records Act (“APRA”), IC 5-14-3 et. seq., and the entire response may be viewed and copied by any member of the public. Respondents claiming a statutory exemption to disclosure under APRA must place all confidential documents (including the requisite number of copies) in a sealed envelope marked “Confidential”. Respondents should be aware that if a public records request is made under APRA, IHCD will make an independent determination of confidentiality, and may seek the opinion of the Indiana Public Access Counselor. Prices are not considered confidential information. The following information shall be subject to public inspection after the contract award:
- A. The RFP.
 - B. A list of all vendors who received the RFP.
 - C. The name and address of each Respondent.
 - D. The amount of each offer.
 - E. A record showing the following:
 - a. The name of the successful Respondent.
 - b. The dollar amount of the offer.
 - c. The basis on which the award was made.

F. The entire contents of the contract file except for proprietary information that may have been included with an offer, such as:

- a. trade secrets;
- b. manufacturing processes;
- c. financial information not otherwise publicly available; or
- d. other data that does not bear on the competitive goals of public procurement that was not required by the terms of the RFP itself to be made available for public inspection

F. **TAXES, FEES AND PENALTIES:** By submitting a proposal respondent certifies that neither it nor its principal(s) is presently in arrears in payment of its taxes, permit fees or other statutory, regulatory or judicially required payments to the State of Indiana or the United States Treasury. Respondent further warrants that it has no current, pending or outstanding criminal, civil, or enforcement actions initiated by either the State or Federal Government pending against it, and agrees that it will immediately notify IHCDA of any such actions.

G. **CONFLICT OF INTEREST:** Respondent must disclose any existing or potential conflict of interest relative to the performance of the services resulting from this RFP, including any relationship that might be perceived or represented as a conflict. By submitting a proposal in response to this RFP, respondent affirms that it has not given, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of the respondent's proposal or immediate termination of an awardee's contract. An award will not be made where an actual conflict of interest exists. IHCDA will determine whether a conflict of interest exists and whether an apparent conflict of interest may reflect negatively on IHCDA, should IHCDA select respondent. Further, IHCDA reserves the right to disqualify any respondent on the grounds of actual or apparent conflict of interest.

H. **APPEALS/PROTEST:** Respondent may appeal/protest the award of this contract based on alleged violations of the selection process that resulted in discrimination or unfair consideration. The appeal/protest must include the stated reasons for the Respondent's objection to the funding decision, which reasons must be based solely upon evidence supporting one (1) of the following circumstances:

- a. Clear and substantial error or misstated facts which were relied on in making the decision being challenged;
- b. Unfair competition or conflict of interest in the decision-making process;
- c. An illegal, unethical or improper act; or
- d. Other legal basis that may substantially alter the decision.

The appeal/protest must be received within ten (10) business days after the Respondent receives notice of the contract award, or the appeal/protest will not be considered. All protests shall be in writing, submitted to the Compliance Officer, who shall issue a written decision on the matter. The Compliance Officer may, at his/her discretion, suspend the procurement pending resolution of the protest if the facts presented so warrant. The Respondent will receive written acknowledgement of receipt of the appeal/protest within five (5) business days of its receipt, noting the day the appeal/protest was received. Any appeal/protest regarding the funding decision made by IHCDA will be examined and acted upon by the Compliance Officer within thirty (30) days of its receipt.

2. FEDERAL REQUIREMENTS

Respondent understands that it must comply with the federal requirements described in the RFP and listed below and must have knowledge of the HOME requirements related to CHDOs and Rental housing, including but not limited to the requirements listed below:

- a. Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”
- b. Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- c. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- d. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Respondents that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
- e. 24 CFR 93.353 (b), Conflict of interest.

3. RFP TERMS AND CONDITIONS

This request is issued subject to the following terms and conditions:

- A. This RFP is a request for the submission of qualifications but is not itself an offer and shall under no circumstances be construed as an offer.
- B. IHCDCA expressly reserves the right to modify or withdraw this request at any time, whether before or after any qualifications have been submitted or received.
- C. IHCDCA reserves the right to reject and not consider any or all respondents that do not meet the requirements of this RFP, including but not limited to: incomplete qualifications and/or qualifications offering alternate or non-requested services.
- D. IHCDCA reserves the right to reject any or all respondents, to waive any informality in the RFP

- process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- E. In the event the party selected does not enter into the required agreement to carry out the purposes described in this request, IHCDCA may, in addition to any other rights or remedies available at law or in equity, commence negotiations with another person or entity.
 - F. In no event shall any obligations of any kind be enforceable against IHCDCA unless and until a written agreement is entered into.
 - G. The Respondent agrees to bear all costs and expenses of its response and there shall be no reimbursement for any costs and expenses relating to the preparation of responses of qualifications submitted hereunder or for any costs or expenses incurred during negotiations.
 - H. By submitting a response to this request, the Respondent waives all rights to protest or seek any remedies whatsoever regarding any aspect of this request, the selection of another respondent or respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
 - I. IHCDCA reserves the right not to award a contract pursuant to the RFP.
 - J. All items become the property of IHCDCA upon submission and will not be returned to the Respondent.
 - K. IHCDCA reserves the right to split the award between multiple applicants and make the award on a category by category basis and/or remove categories from the award.
 - L. The Respondent certifies that neither it nor its principals, contractors, or agents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from utilizing federal funds by any federal or state department or agency.
 - M. The Respondent understands that IHCDCA will enter into contract preparation activities with the Respondent whose RFP appears to be the most advantageous to IHCDCA. If at any time the contract preparation activities are judged to be ineffective, IHCDCA may do the following:
 - i. Cease all activities with that Respondent.
 - ii. Begin contract preparation activities with the next highest ranked Respondent.
 - N. A copy of IHCDCA's most recent Contract Boilerplate is attached to this RFP. By submitting a response to this RFP, respondent acknowledges the acceptance of IHCDCA's Contract Boilerplate and the understanding that such Boilerplate is non-negotiable.

PROPOSAL COVERSHEET

Name of Individual, Firm, or Business: _____

Address: _____

Phone Number: _____

Website Address: _____

Qualification Contact Person: _____

Contact Title: _____

Contact Phone: _____

Contact E-mail Address: _____

Contract Signatory Authority Name: _____

Signatory Title: _____

Signature: _____

INDIANA HOUSING AND COMMUNITY DEVELOPMENT AUTHORITY

CERTIFICATION OF RESPONDENT

I hereby certify that the information contained in these qualifications and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I acknowledge that I have read and understood the requirements and provisions of the RFP and agree to abide by the terms and conditions contained herein.

I _____ am the _____ of the (type name of signatory authority) corporation, partnership, association, or other entity named as company and the Respondent herein, and I am legally authorized to sign this and submit it to the Indiana Housing and Community Development Authority on behalf of said organization.

18 U.S.C. § 1001, "Fraud and False Statements," provides among other things, in any matter within the jurisdiction of the executive, legislative, or judicial branch of the Government of the United States, anyone who knowingly and willfully: (1) falsifies, conceals, or covers up by any trick, scheme, or device a material fact; (2) makes any materially false, fictitious, or fraudulent statement or representation; or (3) makes or uses any false writing or document knowing the same to contain any materially false, fictitious, or fraudulent statement or entry; shall be fined under this title, and/or imprisoned for not longer than five (5) years.

Respondent:

Signed: _____

Name: _____

Title: _____

Date: _____

Firm name: _____